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2 JAN 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 29 December 1967

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1. Settlement of Back-Pay - [REDACTED] We have been advised by the Chief, Compensation and Tax Division, Office of Finance that full settlement of Mr. [REDACTED] account was made on 22 December 1967 at which time he was paid, by a [REDACTED] \$38,902.31. His gross earnings for the period 21 August 1961 through 30 September 1967 amounted to \$53,422.21. The Retirement deductions amounted to \$3,472.46 and FEGLI \$363.00. Federal tax withholdings (\$10,634.44) were made at 20% of the gross in accordance with current regulations.

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2. Federal Employees' Group Life Insurance: We have completed a draft of Headquarters [REDACTED] notices describing in detail the new changes in the Federal Employees' Group Life Insurance. Unfortunately, the Civil Service Commission has not yet developed its implementing procedures and necessary standard forms. We have been promised an advance copy of these in view of our special problem of overseas personnel.

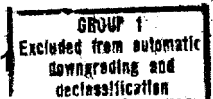
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3. Summer Interns: Five of the Summer Interns in last summer's China Studies Program have asked to return to the Agency and will be reemployed as interns during the summer of 1968.

4. Recruitment: In lieu of the Secrecy Agreement our recruiters are being advised to have applicants for employment read the following:

"In considering the possibility of employment with the Central Intelligence Agency, it is important that you early recognize that

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the Intelligence profession makes exceptional demands of its personnel. There is the possibility that you will be called upon to serve initially or at some future time in your career in assignments that require anonymity. For this reason, we encourage you to limit the discussion of your interest in our Agency to those few persons in your life who really need to know. This is particularly true if you are interested in the possibility of assignments in foreign areas. Widespread knowledge of your interest could restrict your value to our Agency and, in turn, your own career opportunities."

5. End of Year Co-op Score Card:

<u>NPIC:</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	10	0
In Study Status	12	3
PHE's Received:		
In Process	7	1
Under Consideration	1	1
PHE's Given, Not Rec'd	4	2
<u>TSD:</u>		
In Work Status	1	-
In Study Status	0	-
PHE's Received:		
In Process	7	-
Under Consideration	1	-
PHE's Given, Not Rec'd	4	-
<u>OCS:</u>		
In Work Status	8	-
In Study Status	2	-
PHE's Received:		
In Process	2	-
Under Consideration	1	-
PHE's Given, Not Rec'd	2	-

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Area Study Summer Interns:

In Work Status	-	0
In Study Status	-	5
PHB's Received:		
In Process	-	0
Under Consideration	-	1
PHB's Given, Not Rec'd	-	11

COMMO:

In Work Status	6	-
In Study Status	4	-
In Process	2	-

/s/ Emmett D. Echols

**Emmett D. Echols**  
**Director of Personnel**

Distribution:

- 0 & 2 - Addressee
- 1 - IG
- ✓ - D/Pers Subject
- 1 - D/Pers Chrono

OD/Pers/ [REDACTED] :mtw (2 Jan 68)

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 22 December 1967

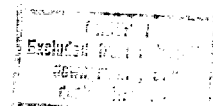
[REDACTED] who was injured in Vietnam on 16 November 1967 and evacuated to Walter Reed Army Hospital on 12 December was released by Walter Reed on 21 December on convalescent leave over the Christmas holidays. He is to report back to the hospital on 2 January 1968. He will spend his leave with his family in Kentucky. He talked with his wife in Bangkok, Thailand, by MARS Radio; and they decided that she would remain there. He is hopeful that he can visit her there while on further convalescent leave in January.

The Agency Medical Staff is in liaison with Walter Reed [REDACTED] medical authorities. Although a positive determination cannot be made at this time, it appears likely that he will be able to return to Vietnam.

2. Career Trainee/Army OCS Graduate: Information has been received that [REDACTED] Career Trainee, recently graduated from the U. S. Army Ordnance Officer Candidate School as the Number One student in his class. He received a letter of commendation from the Commanding General, Aberdeen Proving Ground and the offer of a commission in the Regular Army. [REDACTED] was sponsored into the Army Officer Candidate School Program under the agreement established between the Agency and [REDACTED] the spring of 1967.

3. Cooperative Education Program: One of our former Cooperative Education students in the Office of Communications graduated from college

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eighteen months ago and accepted a position with IBM. He has now advised us that he would prefer to return to the Agency as a regular employee in the Office of Communications.

4. Christmas Church Services: Protestant attendance at the services held on 20 December 1967 was 145. Catholic attendance was 115.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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OD/Pers/ [REDACTED] mtw (26 Dec 67)

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